

RESPONSIBILITY WORKSHEET

Think about a conflict you have had recently and write a summary of it.

How were you responsible for part of the conflict? Write down your responsibility.

It is easy to place blame for a conflict on someone else. If a person places all the blame for a conflict on someone else, how do you think that makes the other person feel?

If you are in conflict, you have contributed to the conflict. It is sometimes difficult to take responsibility. However, if you do take responsibility for your part of the conflict, what are the benefits?

Whose Fault Is It?

Daniel was thinking about the report he had to make the next day at school. Even though he had the assignment for two weeks he did not feel prepared and was worried that he could embarrass himself in front of his classmates. He had put off working on the project until tonight, and then his dad reminded him that he needed to clean his mess in the garage. Feeling frustrated, he worked in the garage until it was time for bed. He felt that it was going to be his dad's fault if he got an "F" on the project. As he lay in bed, he asked himself, "Why do I always have to do what somebody else wants me to do?"

The next morning at school, Daniel slammed his locker door closed in frustration. Suddenly he cried out in pain as the locker door smashed his finger. That really hurt! Furious, he kicked the locker and called it names for almost breaking his finger. He gathered up his books and sprinted down the hall to class so he would not be late. As he neared the corner, Shawna was rounding the corner. She was also trying not to be late for class and not watching where she was going. Daniel ran right into Shawna, bumped into the wall, hit his head and fell to the floor. His head throbbing, he saw that Shawna was in tears on the other side of the hall. A crowd started to form and students were laughing. Daniel felt embarrassed. Then someone said, "Hey Daniel, you could be an acrobat in the circus." Humiliated, Daniel stood up and screamed at Shawna for not looking where she was going. Shawna's boyfriend, Rob, stood up for her and aggressively threatened Daniel. Daniel was surprised, he did not want to fight. Then a teacher appeared and Daniel got scared that he would be suspended. He got angry. He did not feel that any of this was his fault so why did everyone blame everything on him?

OPEN-ENDED OR CLOSED QUESTION WORKSHEET

ELEMENTARY SCHOOL

Directions: Cut out and glue the open-ended questions in the circle and the closed questions in the square. Discuss your reasoning as a large group.

Are you feeling ok?

Tell me about a time you felt really happy.

What are some reasons you like or dislike school?

Is that dangerous?

What is your idea?

Do you complete your homework after school?

What do you like about your best friend?

Why do you like your favorite toy?

What did you eat for lunch?

Do you like ice cream?

Who fell?

What do you think will happen next in the story?

Why do you like or dislike ice cream?

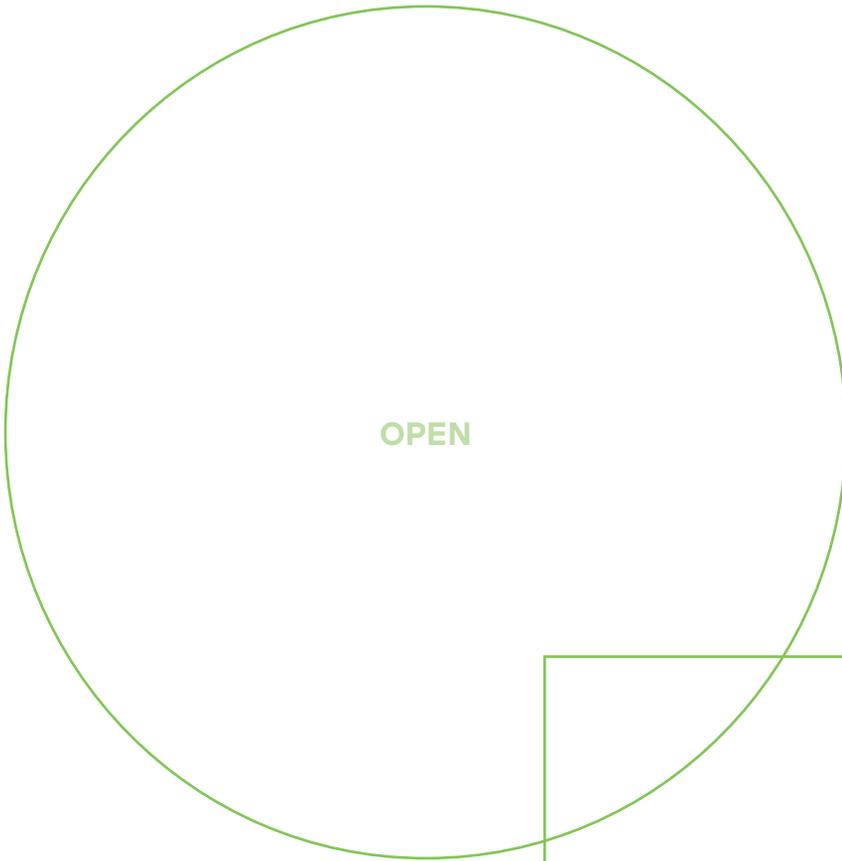
What did you see on your field trip?



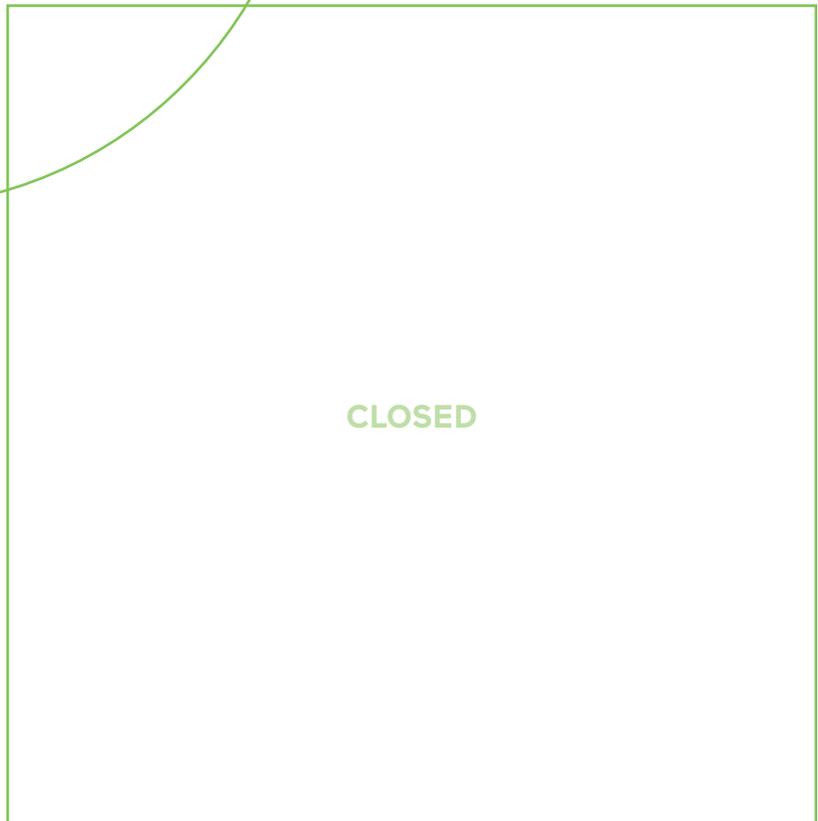
What is your favorite thing to do after school?

OPEN-ENDED OR CLOSED QUESTION WORKSHEET

ELEMENTARY SCHOOL



OPEN



CLOSED

OPEN-ENDED OR CLOSED QUESTION WORKSHEET

MIDDLE/HIGH SCHOOL

Directions: As an individual or in pairs, determine whether each question or statement is open-ended or closed and write your response on the corresponding line. Discuss your reasoning as a large group.

- 1 Tell me about your weekend. _____
- 2 What do you think about the football game? _____
- 3 Do you like soda? _____
- 4 Who likes to eat tacos? _____
- 5 Can you tell me more about why you left class early? _____
- 6 Did you have a nice spring break? _____
- 7 What did you eat for breakfast this morning? _____
- 8 Describe your ideal weekend. _____
- 9 Did New Jersey have slavery? _____
- 10 Explain the development of transportation in this country. _____
- 11 Do students in your school eat lunch alone? _____
- 12 Do you ever argue with your friends? _____
- 13 What are some ways to resolve conflict? _____
- 14 Is conflict good or bad? _____
- 15 What did your parents say about your grades? _____

RELIABILITY AND CONFIDENTIALITY HANDOUT

ELEMENTARY SCHOOL

DEFINITIONS

Reliable—To keep your word about what you said you would do or say. If you say, “I will help you clean out your closet,” the person you are speaking to can rely on you to help with cleaning out the closet.

Confidential—To keep information to yourself and not share it with others. If you are told something in confidence, you should not tell that information to anyone else.

Directions: After each example, circle the word “reliable” or “confidential,” whichever applies.

- I am having a sleepover. I am only inviting four girls from my dance team: Lela, Montana, Jill and Alexandra. I asked them to not tell anyone else.
Reliable Confidential
- The other morning my mom told me to watch my baby brother while she took a shower. I was watching my favorite program and was not paying attention. My brother climbed out of his crib, fell and got hurt.
Reliable Confidential
- Your friend tells you he did not get a single word correct on his spelling test. He asks you not to tell anyone.
Reliable Confidential
- Ms. Peck assigned group work. Each person had to do one part of the project. Everybody did his or her work except for one person. Because of her not completing her part, we all had to stay in for recess to finish the project.
Reliable Confidential
- Every morning before I go to school I bring my elderly neighbor her newspaper. She waits for me to bring the paper so she can have her coffee while doing the crossword puzzle. I have to remember to do it every day because someone is counting on me.
Reliable Confidential

Discussion Questions

Work in pairs, or as a large group, to answer the following questions:

- Why would someone break a confidence? Is there ever a good reason?
- Have you ever had a secret you did not want anyone to know about? How did having such a secret make you feel?
- In what ways do you consider yourself reliable?
- Can you tell us about a person in your life who you can rely on, have confidence in and trust? Explain why you feel that way about the person.
- Why is it important for mediators to be reliable and keep confidentiality?

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Directions: After each example, write the word “reliable” or “confidential,” whichever is applicable.

- 1 A friend shares that he is interested in a particular person, but says he does not want anyone to know about it because others may make fun of him.

- 2 Your family is very concerned about their finances. Your mother’s business is very slow and your father was just laid off from his job. They clearly are keeping it a secret.

- 3 You are expecting a very important piece of mail about your acceptance into a particular program that you want very much to be a part of. Your sister is going to be home before you, so you ask her to check the mail for you, and to call you. She agrees, but that afternoon you do not hear from her and she is not answering her cell phone.

- 4 You are part of a group that is working on a project for school. Your task is to identify, describe and label certain plants used in the project. You put off your research and labeling until the night before the project is due, and that night, you get sick. Your fellow students are angry at you the next day.

- 5 Your friend is sick with a serious disease and is very frightened about what is going to happen if people find out. You assure your friend that you have her back and that she will get better, and that no one will care if they find out she has the disease. You feel as though you must respect her wishes.

Discussion Questions

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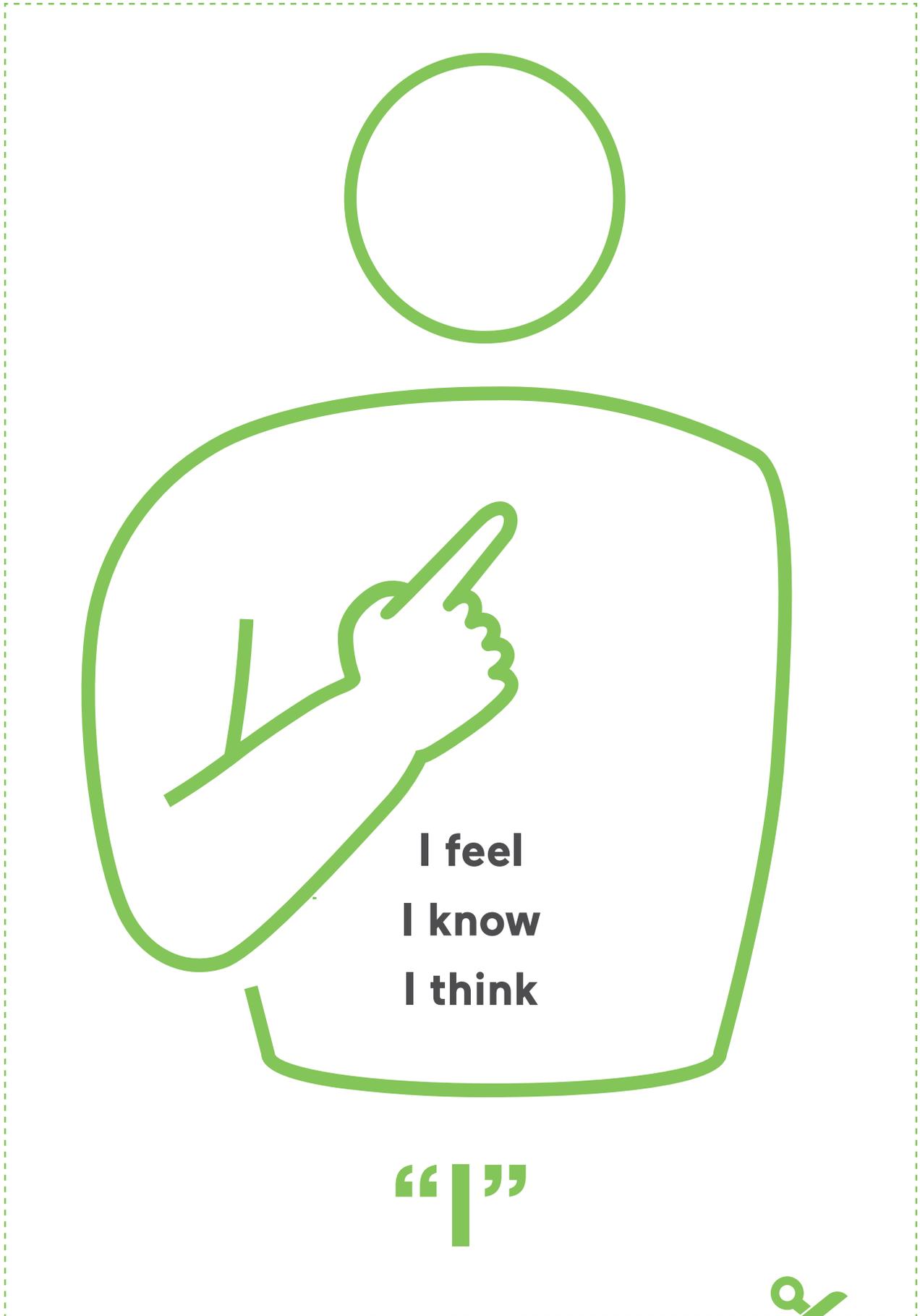
- 1** Why would someone break a confidence? Is there ever a good reason?
- 2** Have you ever had a secret you did not want anyone to know about? How did having such a secret make you feel?
- 3** Why are mediators expected to keep what went on in the mediation confidential?
- 4** Are you good at keeping confidentiality? Can you give an example of a time when you kept something confidential, until it was no longer necessary to do so?
- 5** In what ways do you consider yourself reliable?
- 6** Describe a time when you had to convince someone that you are reliable. How did you do that?
- 7** In what ways are mediators expected to be reliable?
- 8** Can you tell us about a person in your life who you can rely on, have confidence in and trust? Explain why you feel that way about the person.



**You always
You never
You are**

“YOU”







SKILLS CARDS

actively listen

speak clearly

use “I” messages

share feelings

make eye contact

shake hands

say please and
thank you

be independent

be courageous

believe in yourself

be prepared

be honest

be a positive
role model

be trustworthy

be reliable

show responsibility

show enthusiasm

stay focused

do not give up

be proud but
don't brag

show self-control

admit and learn
from mistakes

help others

be empathetic

be patient

be flexible
(keep an open mind)

be curious

think outside
the box